Exit Interview Form (OPTION 1)

1. Employee Name:

2. Hire Date:

3. Employee Forwarding Address:

4. Has all company property been returned? 🗆 Yes 🗆 No

5. Does the employee’s personnel file contain a confidential information agreement?

 🗆 Yes 🗆 No

 Has the employee been reminded of their obligation under the agreement? Yes No

6. Reason for employee’s termination:

7. What could have been done to retain employee?

8. What is employee’s attitude towards company pay policies, benefits and working conditions?

9. COBRA Rights/Documents: Yes No

10. Who is employee’s new employer?

11. Interviewer’s comments:

Interviewer/Date: